**Proposal Outline for New Club/Organization**

Any teacher that wishes to propose a new club, activity or organization to the Medina Central School District Board of Education for extra-curricular activity purposes, should follow the steps listed below. All proposals should be in letter format and submitted to your building principal. If you have any additional questions, please contact your building representative.

*Proposed Club/Organization Name:*

*Advisor Name(s):*

*Proposal:* (Simple statement regarding club/organization purpose)

*Summary:* (Summarize how the club/organization will operate (constitution), when it will meet, and target membership)

*Goals:* (What are the intended goals and objectives of the club/organization? How does the club/organization support Medina CSDs Strategic Plan? What will students learn from the club/organization?)

*Conclusion:*